



CALTRANS HEAVY EQUIPMENT MECHANIC
OPEN, NON-PROMOTIONAL SPOT
CONTINUOUS

(This bulletin cancels and supercedes the Caltrans Heavy Equipment Mechanic
bulletin released on 11/18/99.)

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

OPEN NON-PROMOTIONAL SPOT FOR

- SHOP 1 – EUREKA
SHOP 2 – REDDING
SHOP 3 – MARYSVILLE
SHOP 4 – OAKLAND
- SHOP 5 – SAN LUIS OBISPO
SHOP 6 – FRESNO
SHOP 7 – LOS ANGELES
SHOP 8 – SAN BERNARDINO
- SHOP 9 – BISHOP
SHOP 10 – STOCKTON
SHOP 11 – SAN DIEGO
SHOP 12 – ORANGE
HEADQUARTERS – SACRAMENTO

Candidates may only establish eligibility in one location. Indicate the location for which you are applying directly under the examination title on your application. Applications will be accepted on an open, non-promotional basis only.

CONTINUOUS TESTING

Applications will be accepted on a continuous basis. Testing is considered continuous, as new test dates can be set at any time as departmental needs warrant. Each new cut-off (final filing) date will be publicized to ensure that applicants have adequate time to complete and submit an application.

HOW TO APPLY

Applications (STD 678) must be **RECEIVED OR POSTMARKED** no later than the final filing date. **FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.** Applications postmarked **AFTER THE FINAL FILING DATE** and personally delivered or received via interoffice mail **AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL BE HELD FOR THE NEXT ADMINISTRATION OF THE EXAMINATION. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.**

- FILE BY MAIL: Department of Transportation
Exam Services (MS 86)
P.O. Box 168036
Sacramento, CA 95816-8036
- FILE IN PERSON: Department of Transportation
1727 30th Street, 1st Floor
Sacramento, CA 95816
(916) 227-4787

SUBMIT APPLICATIONS ONLY TO THE ADDRESSES INDICATED ABOVE. DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF TRANSPORTATION DISTRICT OFFICES. Applications may be obtained at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office, or at www.dot.ca.gov/hq/jobs on the Internet.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922, or the Exams TDD line at (916) 227-7857/Calnet 498-7857.

DRUG TESTING REQUIREMENT/ DISQUALIFICATION

To be successful in this examination, you will be required to be tested by urinalysis for the use of illegally obtained drugs. If you fail the drug test, you will be disqualified from this examination and from any future examinations for this or any other State civil service class for which drug testing is required until one year has elapsed from the date the drug test specimen was given. If you fail the drug test because of a drug for which possession would constitute a felony offense under Health and Safety Code Division 10, beginning at Section 11000, you will be disqualified from any future examinations for State civil service peace officer classes for 10 years from the date the test specimen was given.

SALARY RANGE

\$3617 - \$3971

QUALIFICATIONS APPRAISAL INTERVIEW

Eligible candidates will be notified by mail approximately 10 days in advance of the qualifications appraisal interview date.

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

NOTE: All applications/resumes must include: “to” and “from” dates (month/day/year), time base, civil service or private sector titles, and the duties performed. **Applications/resumes received without this information will be rejected.**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II “or” III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

MINIMUM QUALIFICATIONS

Possession of a valid Class C driver license. (Applicants who do not possess the license will be allowed to compete in the examination, but the license must be obtained prior to appointment.) **and**

Either I

Completion of a recognized apprenticeship as a gas and diesel powered truck mechanic, or a heavy construction equipment mechanic. (Apprentices who are within six months of completing their apprenticeship program may be admitted to the examination, but they must present evidence of completion of a recognized apprenticeship before they may be appointed.)

Or II

Four years of varied mechanical experience consisting of diagnosis, repair and overhaul of major components on gas- and diesel-powered trucks or heavy construction equipment. An Associate of Arts Degree in Heavy Equipment Maintenance, Diesel Mechanics, or Heavy Equipment Mechanics or a certificate of completion from an accredited community college or equivalent degree or certificate approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310 may be substituted for two years of the required experience. (Students who are within six months of completing their degree will be admitted to the examination but must present evidence of completion prior to appointment.)

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

ADDITIONAL
DESIRABLE
QUALIFICATIONS

A valid Class A or Class B driver license.

POSITION
DESCRIPTION

Caltrans Heavy Equipment Mechanic incumbents, under direction, inspects equipment to locate and determine the extent of necessary repairs and the corrective action necessary; maintains and repairs automobiles, trucks, tractors, personnel hoists, graders, snowplows, pumps, air compressors, diesel and gasoline engines and similar equipment; constructs new special equipment or modifies existing equipment including body frames and running gear; makes installation of, or repairs to, special equipment; operates and maintains tools and machinery used in the repair and maintenance of heavy maintenance and construction equipment; advises in the selection of parts and equipment; estimates repair costs; instructs operators in the proper operation and servicing of equipment; performs welding and brazing work; keeps simple records and completes reports; uses computer equipment to input time spent and tasks performed; may assist in instructing or giving direction to helpers, apprentices, Service Assistants (Automotive), or other employees; and performs other related work.

EXAMINATION
INFORMATION

This examination will consist of a qualifications appraisal interview weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70 must be attained.

QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%

Scope:

A. Knowledge of:

- 1. Methods, materials, tools and equipment used in construction, assembly, overhaul, repair and adjustment of gas- and diesel-powered trucks, heavy construction and maintenance equipment.
- 2. Operating characteristics of heavy construction and maintenance equipment and gas- and diesel-powered trucks.
- 3. Basic occupational safety and health work practices to protect their own safety and health and the safety and health of others.

B. Skill in:

- 1. Mechanical repair, adjustment, and fabrication of special equipment.

C. Ability to:

- 1. Communicate effectively as required for successful job performance
- 2. Fabricate, diagnose, repair and make adjustments to various equipment and systems (e.g., heavy construction and maintenance equipment, gas- and diesel-powered trucks and electronic systems).
- 3. Install and test pumps, motors and similar equipment.
- 4. Perform welding.
- 5. Estimate repair costs.
- 6. Work from drawings and sketches and make sketches of broken parts for replacement.
- 7. Make repairs in the field without supervision.

TESTING PERIOD

The testing period for this classification is 12 months. Once you have taken the examination, you may not reapply for 12 months.

ELIGIBLE LIST
INFORMATION

Open, non-promotional spot eligible list(s) will be established for the Department of Transportation Equipment Shops. The names of successful competitors will be merged onto the list(s) in order of final scores, regardless of date. Competitors' eligibility will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

CAREER CREDITS

Career credits will be added to the final score of all competitors who are successful in this examination and who qualify for these credits. **IF YOU RECEIVE VETERANS PREFERENCE POINTS, YOU CANNOT ALSO RECEIVE CAREER CREDITS.**

VETERANS
PREFERENCE
POINTS

Veterans preference points will be added to the final score of all competitors who are successful in this examination and who qualify for, and have applied for these points. Due to changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS PREFERENCE POINTS.**

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the Caltrans Office of Examination Services in Sacramento at (916) 227-4787, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office or at www.dot.ca.gov/hq/jobs on the Internet.

If you meet the requirements, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Department of Transportation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans preference points) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the areas shown on the bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Veterans' Preference: California law allows granting of Veterans Preference points in open entrance examinations and open nonpromotional exams. Credit in open entrance examinations is granted as follow: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open nonpromotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference points are on the veteran preference application (Form 1093) which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

Career Credits: In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from Sate civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps.) Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.